

CONTRACT REPORTERS

INSTRUCTIONS FOR COMPLETING REQUEST FOR PAYMENT IN INDIGENT MATTER

(Blank forms should be copied prior to completing;
forms also available at www.tncourts.gov)

PLEASE COMPLETE FULLY, INCLUDING SIGNATURES OF THE COURT REPORTER, ATTORNEY(S), AND THE JUDGE PRESIDING OVER THE PROCEEDING OR WHO HAS ORDERED THE PREPARATION OF THE TRANSCRIPT. IF THE FORM RECEIVED IS INCOMPLETE, IT WILL BE RETURNED WITH FURTHER INSTRUCTIONS.

Form CR-3

“Request for Payment of Transcript in Indigent Matter”

- Invoice Number – First initials of the reporter’s first and last name plus the case/docket number. If there is more than one case number, the reporter may use only the first one in the invoice number space.
- County – County in which case is held.
- Judicial District – District in which county is located.
- Date of Proceeding – Date on which proceeding began.
- Date of Request – Date the request was made to the court reporter for the transcript.
- Type of Proceeding (sentencing, pre-trial motions, etc.) – If there is more than one type of proceeding for which the transcript is being prepared, the reporter may abbreviate. If the space provided is still not enough, the reporter may write additional proceedings at the top of the form.
- DPA # - This number is listed on your vendor authorization form. For example, DPA-03-CR999-00.
- In a single-defendant case, a court order should be attached to the request if you are requesting payment for additional copies beyond the one original and one copy, as authorized by statute.
- If there are multiple defendants, check the box implicated and include the name(s) of the additional defendant(s).

CONTRACT REPORTERS

INSTRUCTIONS FOR COMPLETING REQUEST FOR PAYMENT BY AN AUXILIARY COURT REPORTER

**(Blank forms should be copied prior to completing;
forms also available at www.tncourts.gov)**

PLEASE COMPLETE FULLY, INCLUDING SIGNATURES OF THE COURT REPORTER AND THE JUDGE PRESIDING OVER THE PROCEEDING. IF THE FORM RECEIVED IS INCOMPLETE, IT WILL BE RETURNED WITH FURTHER INSTRUCTIONS. (THESE REQUESTS SHOULD BE SUBMITTED WITHIN 45 DAYS OF THE LAST APPEARANCE DATE).

- **Form CR-6**
- **“Request for Payment by an Auxiliary Court Reporter”**
- Invoice Number – Please use the first initials of the reporter’s first and last name plus the date of appearance (preferably the first appearance date that is listed).
- Court in Which Proceeding Held – Please indicate the appropriate court in which the criminal proceeding was held (i.e., Hamilton County Criminal Court).
- Full-day & Half-day – If the reporter works beyond 3.75 hours (3 hours and 45 minutes), the reporter will be paid at the full-day rate. If the reporter works 3.75 hours and below, the half-day rate will apply. Full- and half-day rates are paid according to the vendor authorization form.
- Hours worked – The beginning and ending hours should reflect the time that the first court proceeding began and the time that the last proceeding ended. These hours should not reflect the time that the reporter arrived at and left court.
- Totals – The first box should include the total for per diem fees. The second box should reflect total mileage amount based on the current rate of \$0.46 per mile (as of 1/1/10). Please include the total number of miles, not the mileage amount, in the mileage area above the “Totals” boxes. Mileage is not reimbursable for service provided within a reporter’s residential county.
- If the reporter worked for more than one judge during the dates for which payment is being requested, one form needs to be completed for each judge.